



APPLICATION FOR EMPLOYMENT

Island Wing Company ("IWC") is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices on the basis of race, color, religion, sex, age, marital status, pregnancy, national origin, political affiliation, familial status, disability, sexual orientation or veteran status. No question in this application is intended to obtain information to be used for such discrimination and you may omit any information that would disclose any basis for discrimination. Please complete this form in your own handwriting and in ink, even if including a resume. We ask that you fill in all information. If you require additional space for answers, please use an additional sheet of paper.

Personal Information

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	E-MAIL
STREET ADDRESS		CITY	STATE	ZIP	

If we are unable to contact you at the address/telephone number listed above, where may you be reached?

ADDRESS	TELEPHONE NUMBER
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Are you 18 years of age or older? Yes No If not, do you have the proper work permits? Yes No

HAVE YOU PREVIOUSLY BEEN EMPLOYED WITH IWC? IF YES, WHEN, WHERE AND IN WHAT POSITION?
Yes No
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT WITH IWC? IF YES, WHEN, WHERE AND IN WHAT POSITION?
Yes No
HAVE YOU EVER BEEN REFUSED BOND? Yes No IF YES, STATE THE REASON AND DATE BOND WAS REFUSED.

Job Requirements

INDICATE SPECIFIC POSITION DESIRED	
DO YOU KNOW ANY REASON WHY YOU CANNOT PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATIONS? Yes No If Yes, please explain	
CAN YOU WORK THE REGULAR HOURS/DAYS/SHIFTS OF THE JOB FOR WHICH YOU ARE APPLYING?	SALARY SOUGHT

For positions requiring weekend work:

CAN YOU WORK WEEKENDS? Yes No	CAN YOU WORK OVERTIME? Yes No
CHECK APPROPRIATE EMPLOYMENT DESIRED: Full Time Part Time Temporary	WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK?

Education, Training and Skills

School Attended	Name & Location	Major	Degree
High School			
Business or Technical School			
College			
College			
Graduate School			
Special Training Courses			

Do you plan to continue formal education? Yes No If Yes, when, where and what courses? _____

List any academic or community activities, honors, and offices that you presently hold or have held in the past. _____

For positions requiring foreign language:

What language(s) do you speak, read or write? (Indicate languages) _____

Briefly describe below your interests, skills, and aptitudes that you feel qualify you for a position with IWC. If you need more space, please continue on a separate sheet of paper. _____

Employment Experience

Have you ever been discharged or asked to resign from a position? Yes No If Yes, explain the circumstances. _____

Have you ever held a position of trust (handling money or confidential material)? Yes No If yes, please specify _____

Does your present employer know of your plans to change employment? Yes No If not, when may we contact your employer? _____

Briefly state why you desire to make a change in employment. _____

Please account for all jobs held within the past five (5) years beginning with your present or most recent employer. Include part-time employment, summer or temporary employment and military service (show rank and date of discharge). If necessary, you may attach additional sheets of paper in order to list all prior jobs held. Please continue to list the requested information in the format below. If your resume is attached, you still need to complete this section thoroughly. Resume attached? Yes No

Employment Dates Month/Year	Company Name, Address & Phone Number	Salary		Position	Supervisors Name	Reason for Leaving
		Start	Final			
From		\$	\$			
To		Per	Per			

Duties: _____

Employment Experience (continued)

Employment Dates Month/Year	Company Name, Address & Phone Number	Salary		Position	Supervisor's Name	Reason for Leaving
		Start	Final			
From		\$	\$			
To		Per	Per			

Duties: _____

Employment Dates Month/Year	Company Name, Address & Phone Number	Salary		Position	Supervisor's Name	Reason for Leaving
		Start	Final			
From		\$	\$			
To		Per	Per			

Duties: _____

General Information

All Applicants EXCEPT Applicants Seeking Employment in California, Colorado, Hawaii, Massachusetts, New Jersey, Ohio and Wisconsin.

Have you been convicted of a felony within the last seven (7) years? Yes No. If yes, please explain. _____

(Note: Conviction of a felony will not necessarily disqualify you from employment. Factors such as age at the time of offense, date, seriousness and nature of the offense, and rehabilitation will be taken into account.)

Only for Applicants Seeking Employment in California.

Have you ever been convicted of a crime, except for convictions of crimes involving marijuana dating more than two (2) years ago, that was not expunged from your record, and did not result in referral to, or participation in, any pretrial or post-trial diversion program? Yes No. If yes, please explain. _____

(Note: Conviction of a crime will not necessarily disqualify you from employment. Factors such as age at the time of offense, date, seriousness and nature of the offense, and rehabilitation will be taken into account.)

Are you presently out on bail or your own recognizance pending trial? Yes No. If yes, please explain. _____

Only for Applicants Seeking Employment in Florida:

Have you ever been convicted of a crime, excluding minor traffic offenses? Yes No. If yes, state offense, date, court, location, disposition of case, and any rehabilitation. _____

(Note: Conviction of a crime will not necessarily disqualify you from employment. The above factors will be taken into consideration in determining the effect on your suitability for employment).

Has a court of law ever withheld adjudication for a crime for which you were charged? Yes No. If yes, state offense, date, court, location, disposition of case, and any rehabilitation. _____

(Note: A courts adjudication of guilt being withheld will not necessarily disqualify you from employment. The above factors will be taken into consideration in determining the effect on your suitability for employment).

All Applicants:

(For positions requiring driving):

Do you have a valid driver's license? Yes No. Has your driver's license ever been revoked? Yes No. If yes, state date and reason for revocation. _____

CERTIFICATION AND AGREEMENT - Please read the following statements carefully before signing. If you have any questions regarding these conditions of employment, please ask them of the employment interviewer before signing.

- (A) This application will be given every consideration, but its receipt does not imply that I will be employed.
- (B) I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and IWC. In addition, I understand and agree that if I am employed, my employment is for no definite terms or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or IWC, and that no promises or representations contrary to the foregoing are binding on IWC unless made in writing and signed by me and the President of IWC.
- (C) I hereby authorize IWC to investigate thoroughly my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to IWC any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release IWC, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
- (D) Without limiting my authorization in paragraph (C) above, I hereby specifically authorize and request that my current and all former employers furnish IWC with information about my employment record, including statements of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment; hereby releasing them and IWC from all liability and responsibility arising from any information provided.
- (E) Should I be employed, I agree to read my Employee Handbook and sign an acknowledgment of receipt and understanding of the Employee Handbook. In addition, I will abide by IWC policies and procedures during my employment, if hired. I fully understand that all information, whether written, spoken or otherwise communicated or obtained, and all files and records relating to the business of IWC or to anyone with whom IWC has dealings, constitute privileged information and are to be treated in a strictly confidential manner. I fully understand and agree that should I be employed, I am not to, and will not at any time, communicate or reveal any business of IWC or any such information, records, files, or the matters contained therein to unauthorized personnel within IWC or to anyone outside IWC. I also understand any violation of the foregoing may result in disciplinary action, including termination of employment.
- (F) I fully understand that IWC employs only U.S. citizens and properly authorized aliens, and that should I become employed, federal law requires me to furnish to IWC proof of my identity and employment authorization, and to sign a statement under penalty of perjury verifying my eligibility for employment as a citizen or national of the United States or an otherwise employable alien.
- (G) I understand that IWC has a policy against the use, possession or distribution of illegal drugs, including the abuse of alcohol by its employees. I further understand that IWC has a Drug Free Workplace Policy, and understand that violation of this Policy may result in disciplinary action up to and including termination.
- (H) I understand that IWC will fully cooperate with any requests by law enforcement agencies for access to employee files and/or information contained in this employment application pursuant to federal, state and/or local laws, including but not limited to the U.S. Patriot Act. Accordingly, I understand that I have no expectations of privacy concerning any information I have provided IWC in this employment application, and/or concerning any information IWC may obtain in connection with this employment application or any future employment relationship I may enter into with IWC. I hereby release IWC from all liability and responsibility arising from any information provided in accordance with applicable federal, state and/or local law.

I CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE WITHHELD NOTHING THAT WOULD, IF DISCLOSED, AFFECT THIS APPLICATION UNFAVORABLY. I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE CERTIFICATION AND AGREEMENT STATEMENTS AND UNDERSTAND THE SAME. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACT IN THIS APPLICATION OR THE HIRING PROCESS WILL BE CAUSE FOR REFUSAL OF EMPLOYMENT OR, IF EMPLOYED, TERMINATION FROM IWC.

Applicant Signature: _____

Date: _____

Disposition:	Date of Employment:
	Company:
Date of 1st Interview:	Title:
Date of 2nd Interview:	Salary: Per:
Interviews Comments	90-Day Performance Evaluation Date:
	Salary Review Date:
	Approval: